



J. TYLER McCAULEY
AUDITOR-CONTROLLER

COUNTY OF LOS ANGELES DEPARTMENT OF AUDITOR-CONTROLLER

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

April 27, 2007

TO: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **eCAPS Project Status Report – April 2007**

The purpose of this project status report is to keep your Board informed of progress in meeting deliverables and identifying issues that may affect successfully implementing this enterprise application (eCAPS Project). This status report addresses monitoring of the project implementations, completing post-implementation activities, and the planning of the remaining Subprojects. The CIO is providing project oversight during all phases of the project.

Since the last report, the eCAPS Project has:

- Implemented the Capital Asset System (CAS) countywide;
- Implemented Procurement for FY 2007-08 requisitions, solicitations and evaluations;
- Expanded the utilization of the Budget Preparation module to 22 departments for development of the FY 2007-08 Proposed Budget;
- Implemented Department of Health Service (DHS) Time Collection at the Office of Managed Care (OMC) to replace the use of punch cards;
- Expanded maintenance support for the implemented financial modules;
- Upgraded all eCAPS modules to the latest Advantage software (Version 3.6);
- Completed an independent review of the eCAPS Project with an outside consultant, blueConsulting, and
- Began implementation of new Subprojects for Countywide Time Collection and Department of Public Works (DPW) Replacement of the Financial Accounting System (FAS).

Project Status

Project On Schedule:	The Subproject implementations are on schedule with Procurement expansion to all of Internal Services Department (ISD) planned for July 2007 and the rollout of Time Collection at DCFS beginning in June 2007. The implementation of DPW's replacement of FAS and implementation of Inventory is on schedule for July 2008.
Project Within Budget:	Yes
Issues Requiring Attention:	None requiring Board action
CIO Oversight Concerns:	None. Continued monitoring by CIO

Project Accomplishments This Period

The eCAPS Project continues to implement the additional functionality planned for Phase I and Phase II. The application is functioning well and the nightly cycle of processing documents is stable, processing approximately 1 million documents per month. The Auditor-Controller, ISD and CGI staffs continue to explore alternatives to improve the nightly cycle processing, shorten the processing time, and extend the availability of the on-line application to users. The Auditor-Controller staff is learning to utilize the application to monitor County operations and assist departments in meeting their business needs through use of the eCAPS application. The Auditor-Controller has redirected some existing resources to improve the reporting process, improve the eCAPS capabilities to extract information, enhance training and provide better information for managing County operations.

Project accomplishments since the last status report include:

- **Application Implementations**

- **Capital Assets (CAS)** - The Auditor-Controller-managed eCAPS Project completed the implementation of the Capital Assets module in December 2006. Departments are entering all 2007 Capital Asset transactions in the new application and the Auditor-Controller successfully ran the first mass depreciation for all County assets in April.
- **Procurement** – The ISD-managed eCAPS Procurement module was implemented April 2, 2007 to process FY 2007-08 requisitions that go to ISD for processing from all County departments. ISD is also using the new application to process all FY 2007-08 solicitations and evaluations.

- **Time Collection** – The web-based time collection functionality was implemented successfully at the DHS Office of Managed Care in February.
- **On-going Operations**
 - **Upgrade to Advantage Version 3.6** – In November 2006, eCAPS upgraded the financial, budget and time collection modules to the latest version of the Advantage software.
 - **Implementation of Platinum Support for Financials** – In December, your Board approved the expansion of maintenance support to CGI's Platinum Support level. This was implemented in January and includes 24-hour/7-day coverage and two CGI staff on-site.
 - **Budget Preparation** – The CAO-managed Budget Preparation module was expanded to 22 departments for preparation of the Proposed Budget for FY 2007-08.
 - **Reporting and Training** – The Auditor-Controller implemented the use of new data analysis capabilities, using COGNOS cubes and on-line extracts functionality, to all departments during the last several months. This enhances the departments' ability to query and extract financial information from the eCAPS application. New training capabilities were demonstrated using presentations across the web and on-line audio clips on certain training material.
- **New Subprojects**
 - **DPW Financial Accounting System (FAS) Replacement (Subproject 7)** – DPW formed their project implementation team and is validating their business requirements, working on software design, and developing the plans for all aspects of the implementation, such as conversion, interfaces, reporting and training.
 - **Time Collection (Subproject 8)** – The Time Collection team is working with four departments in planning the implementation of time collection for their staff. These departments are:
 - DCFS which is identifying any needed software changes, reports, training, and planning the rollout to the Glendora office;
 - CIO which has been trained and is implementing May 1st;
 - DPW which is designing and planning to use time collection for the FAS Replacement Subproject; and
 - DHS which is continuing to expand use of the module.

Planned Activities for Next Reporting Period

The eCAPS Project Team's focus for the next period is to:

- Implement the Procurement modules for all of the Internal Services Department (ISD) for July 2007;
- Expand the use of the Budget Preparation module to remaining departments for their use in preparing the FY 2008-09 Proposed Budget;
- Implement the Time Collection functionality at the remainder of DHS Health Services Administration;
- Implement Time Collection for DCFS and for Shared Services starting with the CIO;
- Continue developing the Procurement and Inventory applications for Shared Services departments and DPW; and
- Implement the recommendations of the blueConsulting study.

Budget/Change Notice

Under the provisions of the original Services and License Agreement, a contingency fund was established to allow the Auditor-Controller to purchase more of the same services during the eCAPS Project implementation. This is used to purchase such items as software modifications, post-implementation support, additional training or other project services. The usage of the contingency fund currently is:

eCAPS Contingency Fund	
Category	Amount
Original Contingency	\$ 700,000
Amendment Number 1	\$4,500,000
Amendment Number 2	\$1,800,000
Sub-total	\$7,000,000
Change Notices (as of April 30th, 2007)	(\$4,771,612)
Contingency Balance	\$2,228,388

Since the September 2006 Board Status Report, the eCAPS Advisory Committee has approved 3 Change Notices totaling \$1,383,365 from the contingency fund for software modifications and extended support.

eCAPS Contract Change Notices

#	Description	Amount
	Total Change Notices reported in September 2006	\$ 3,388,247
15	A/C and DPW software modifications for DPW move to eCAPS	\$ 645,750
16	Materials Management – additional support for extending the schedules for capital assets, procurement and inventory	\$ 355,250
17	Procurement software modifications and extended support	\$ 382,365
	Sub-total New Change Notices	\$1,383,365
	Total Change Notices	\$4,771,612

CIO Oversight Concerns and Recommendations

The benefits of a fully integrated financial and materials management system are beginning to appear. Purchasing functionality is operational for users to enter requisitions for purchase requests sent to ISD and ISD Purchasing to do solicitations and evaluations of offers. Initial review from these users of the purchasing functionality has been very positive. As full functionality becomes operational for all of ISD in July 2007 the purchasing function will be linked to financial budget availability. Implementation of purchasing will also provide improvements in the Capital Asset information on commodities and other financial tracking.

Time Collection continues its rollout with DHS, DCFS and Shared Services. This new functionality begins to standardize the time collection approach across departments, improves employee efficiency in completing the timecard, and implements automated workflow and approvals.

We will continue to monitor subproject implementations scheduled for procurement, time collection rollout and the DPW FAS replacement subproject, and provide direct assistance wherever possible to ensure that project objectives are met.

JTM:rad

Reviewed by



Jon W. Fullinwider
Chief Information Officer

c: Chief Administrative Officer
eCAPS Advisory Committee
Information Systems Commission
County Counsel